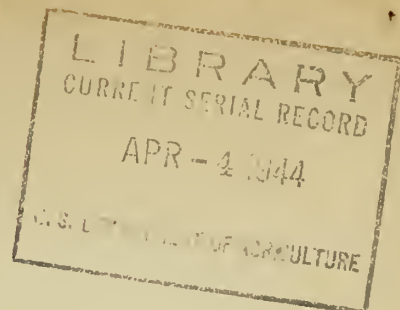


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UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington 25, D. C.

January 25, 1943

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 7

Supplement C

To: All Divisions and Sections, Special Commodities Branch
From: H. C. Albin, Chief, Special Commodities Branch
Subject: Abstracts of Offers and Purchase Recommendations

Original memo on the above subject is revised in part as given below:

A. Paragraph number two (2) shall read as follows:

Rough abstracts and recommendations will be returned to the commodity division with the approved purchases indicated thereon. Contract numbers and a serial number for each abstract shall be obtained from the Contract Section. The commodity division will then prepare an abstract of accepted offers only, on master ditto paper and forward to the Announcements and Contracts Section for duplication.

B. Paragraph number three (3) the part which states "35 ditto copies of the Abstract" to accompany the rough copy of the abstract to the Announcement and Contract Section, shall be changed to read "Master Ditto Copy".

C. Paragraph number four (4) shall read as set forth in the original memo with this addition:

3 copies to appropriate commodity division (2 copies to be submitted to related inspection service officials)

H. C. Albin

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